



# Parks & Recreation Board

## MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	12.03.12 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	David Bonfiglio
NOTES TAKEN BY	Jennifer Ortiz

### ATTENDEES

Parks & Recreation Board		Council Liaison	
--	David Scheirman, Chair	X	Bill Butterfield, City Councilor
X	David Bonfiglio, Vice Chair		
X	Brian Stecher		
X	Thad Overturf	X	Kristen Switzer, Community Services Director
X	Lu Vanderburg	X	Jennifer Ortiz, Events and Volunteer Coordinator
X	Marney Jett	X	Joseph Gall, City Manager
X	Lynn Snyder	X	Craig Sheldon, Public Works Director
X	Mary Reid	X	Lance Gilgan, Recreation Coordinator
X	Michael Damann		

### MEETING NOTES

#### 1. Call to Order/Roll Call (Bonfiglio)

- The meeting was officially called to order at 7:03 pm.

#### 2. Adjustments to the agenda (Bonfiglio)

- No adjustments were made to the agenda.

#### 3. Citizen comment (Bonfiglio)

- Rick Severson, 20582 SW Trails End, is the commissioner of Sherwood Youth Football. He wanted to discuss lighting and field usage with the board. Sherwood Youth Football is a no-pay-to-play organization. They have about 330 kids who play at no cost each year. Much of their budget comes from donations and a majority of that has to be spent on renting lights for the fields they play on. They are currently spending around \$8000 each year to rent the lights. There are also many other sports that utilize the fields as well. He would love to see the board support the installation of lights on the fields. Also, he wanted to discuss the drainage issues at the Ridge campus. There is a large amount of field space that cannot be used because of the drainage issues. From a football standpoint, three or four teams could potentially play in that space. That would free up around six hours a week that the teams are playing on other fields. Severson told the board that he would be more than happy to help out in any way to get the ball rolling for these projects. Bonfiglio asked Severson what fields they are paying to rent lights for. Severson said that they rent lights for the Hopkins/SMS field, Archer Glen, and the Ridge campuses. Each year they rent eight light towers. Vanderburg asked if there have been any complaints from neighboring residents about the lights. Severson said there have been no complaints in the three years he has been with the board. There is an arborvitae line that helps buffer the sound from the lights. They also try to be off of the fields

as early as possible to respect the neighbors. Damann asked Severson if they would use less lights if the drainage issues at the Ridges were fixed. Severson answered yes, they would use less lights because the teams would be able to spread out and use more fields and they would not have to practice so late into the evening. Right now, kids are out until nine or ten at night, so the projects would be beneficial from an academic standpoint as well. It would be great to have the kids done by seven at night.

- Rob Bulfinch, 23465 SW Sherk Place, is on the football board with Rick Severson. He also coaches football and basketball, and has coached soccer and baseball in the past. He wanted to add to the comments Severson just made. He said that the lighting currently used for football is very poor quality. Each portable light will only cover a quarter of the field. So only half of the field is usable at each campus even though there are two lights set up at each location. Drainage and field space is also a major issue. He said that maintenance has been really good, but that does not help with field availability and time to practice.

#### **4. Approval of minutes (Bonfiglio)**

- *Reid motioned to approve the November 05, 2012 minutes. Overturf seconded. All in favor; motion passed.*

#### **5. Proposal to support supplemental budget that will re-turf Snyder Park Field (Mays)**

- Mays shared with the board that the turf at Snyder Park is worn, and the City hoped that it would last another year with patch fixes. They were planning on replacing the field in the 13-14 FY, but it has become apparent that this project will need to be done sooner than expected. Last year, the City set aside \$200,000 to go toward this project. In addition, the Public Works Department did not see any inclement weather events or other unseen occurrences last year, leaving roughly \$325,000 to work with. He shared that the City would like to advance the project and re-turf the field this spring due to safety issues. The project has already been presented to the Budget Committee to get their approval. He would like to get the PRB approval as well. He would also like the PRB input on the lines for the new field. Currently there are permanent soccer lines and lacrosse lines are painted on each year. There are different lines for soccer, girl's lacrosse, boy's lacrosse, and football. Each would be installed in a different color. The project would be funded through the general fund, and will cost roughly \$500,000. Jett asked if football use is added, would that shorten the life expectancy of the field. Sheldon shared that football would definitely have an impact on the life of the field. The current field has gotten twelve years of use and the life expectancy was only supposed to be around 8 years. Adding football would add more wear and tear. Vanderburg asked if there would be a warranty on the turf purchased if there are three sports being played on the field. Sheldon said that it would depend on the product chosen from the bids that come back. Vanderburg asked if there was a way to get a report on the usage for the past year so that the board can use that information to decide whether football could even be added at Snyder. Gilgan said that, regarding usage, he does not think that another sport could be added to Snyder. Football and soccer play at the same time. Currently, football plays on Saturdays at the high school until 10:00 pm and soccer plays at Snyder on Saturdays until 8:15 pm. There wouldn't be much room to add another sport to Snyder. Gall added that June is when the field would be re-turfed if approved and staff would report to the PRB monthly on decisions as the package is put together. *Reid motioned to approve the supplemental budget to replace the turf field and add football as a future option. Vanderburg seconded. All in favor; motion approved.*

#### **6. Update on Ridges Campus Drainage Project (Mays/Butterfield)**

- Mays shared that city staff have been talking with the school district about this project. The school district did go out to bid for the fixes they thought were needed for this project. It deviated a bit from the City's plan, but it is school district property. By the time the bids came back, it was too late to start the project. The rainy season forced the project to be postponed. The school district is planning on going back out to bid again, but this time they have increased the scope of the project, including a larger area than originally planned. They are committed to getting this problem with the fields addressed. With a larger area, that will mean more money. The intent is that the project would be a school district project done with school district resources. They plan to use some of the bond money that they did not spend when they built the Ridge schools. Bonfiglio asked if that meant that

the school district would not ask the City for financial assistance on this project. Mays said that the bids have not come back yet, so it is an unknown at this point. The city has been working with the school district to propose solutions to these problems for quite some time. Gall shared that the district has utilized the City's Public Works Department to evaluate the problems on the fields and recommend potential solutions. So, while this is a school district project and they will potentially bid it; it is a community issue. Gall also noted that it's a tight budget for the district this year, so he wouldn't be surprised if the school district asks for some sort of contribution. Butterfield shared that there is a local contractor interested in doing the project. In exchange, they would like to put a sign up advertising their company. So there are partnership options and it could be a win-win situation. Vanderburg asked if there have ever been any discussions on turfing the field inside the track area at the Ridges. Butterfield answered, saying that there have been many discussions on turfing another field, but it would cost \$1 million. There is also maintenance that would have to be considered, so it has just been a topic of discussion at this point. It is the school districts goal to go out for bids after the first of the year on this project, with the project actually being completed by spring/summer of 2013.

## **7. Field Lighting Project (Gall)**

- Gall started the discussion by saying that the lighting project is kind of related to the field turfing and drainage projects. He shared that he is looking at the budget coming up for next fiscal year. As the new City Manager, he was not involved in the prioritization of current and upcoming projects. He would like some input from the PRB to help him, and ultimately City Council, decide what projects are the most important in terms of using the limited resources that are available. There is approximately \$600,000 in park SDCs that could possibly be coming in before the end of this fiscal year, but there are many potentially competing needs. Gall requested the PRB's input on potentially lighting one or two fields. The City has not discussed this with the school district yet. They wanted to start with the PRB and make sure they think the field lighting would be the best project to spend the park SDCs on. It will cost roughly \$200,000 to light one field. Damann noted that the PRB's prior discussions have been geared toward fixing play structures and park maintenance as a priority. He would like to make sure that park maintenance issues are taken care of first and then the rest of the money can go toward lighting. Mays acknowledged that the play structures are a valid concern. He noted, however, that there is leftover money in the current budget that could be used for those fixes. These funds were originally set aside to deal with winter events that may occur, but there were no major events last winter. He also shared that park SDCs cannot be used to replace playground equipment since that would be considered a maintenance issue. Maintenance issues can only be funded through the general fund. You have to add capacity when using park SDCs. Lighting is a major issue right now and a lot of community resources are being spent to deal with lighting and the population of kids and demand for more teams are growing each year. Right now, the fields are being lit independently, but only half the field is usable with those lights. So essentially, lighting a field professionally would double the capacity of existing fields. Gall added that now would be a perfect time to add lighting to the Ridge campus since it will eventually be surrounded by more and more housing. Gall also stated that there will be a land use process that could take 3-4 months to complete, so if it is the City Council's recommendation and the PRB approves, he would like to have everything ready to go and start the process now so that when the funding comes in, they can just move forward with installation and have it done by the next season. Reid stated that the PRB has been trying to get lights in other locations for several years. They had to fight to get Snyder Park lit and if the funds are there, she would like to see it done. She would also like to see if the City can partner with other organizations to fund the project. Mays said that the Booster Club contributed to the lighting of Snyder Park and they may be willing to help with these new projects as well. Gilgan commented that clubs pay a light usage fee that is included in their facility use agreement. The fee is based on the amount of time the lights are used. This fee is in addition to their field rental fee. These funds help to offset maintenance of the lights. He recommended that the Ridges and SMS should be the first fields lit. Snyder stated that one of the goals for the PRB was to enhance Woodhaven Park. He sees this as a good opportunity to add lights at a few fields, he just does not want to overlook their other priorities and spend the whole \$600,000 on lights. Jett asked if SDCs can be used toward ADA. Sheldon said he would have to ask the City's Finance Director, Craig Gibbons, if that is a possibility. Mays stated that building projects are starting to pick up and they will

bring in additional SDCs. Damann asked if SDC funds can be sat on. He said maybe they could light one field to see the impact first, then move into lighting additional fields. Severesen addressed the board, saying that the Ridge campus has four baseball fields that have never even been touched because of the drainage issues. If the board approves the drainage and light projects, the City would see more teams renting the space year round, which would lead to more revenue. *Reid moved to recommend going out to bid for lights on at least two fields, recommending this motion to the City Manager and City Council. Overturf seconded. All in favor with none opposed; motion approved.*

#### **8. Proposal to endorse park maintenance priority list & advance it to City Council (Mays/Gall)**

- Mays would like to get the PRB's direction in prioritization of park maintenance issues. These priorities would then be forwarded to City Council and implemented through staff as resources become available. Switzer passed out the PowerPoint from last year, showing park maintenance priorities. Gall would like the PRB to comment on what they see as priorities so that he can begin to form next year's budget as well. Last year's report listed Snyder Parks turf replacement as number one on the list, the second was turfing the home plate and pitcher's mound at Snyder Park, the third item listed was the replacement of Murdock Park's play structure. Two of the three on the list are going to be taken care of this budget year, leaving Murdock Park's play structure as a number one priority. Sheldon noted that trail maintenance, playground borders, and the resurfacing of the basketball court at Snyder Park are the other priorities. Stecher recommended that the City Council recommend to the Budget Committee to amortize these maintenance issues into the budget over the course of 5-10 years so that these issues do not come up all at once with no designated funding. Mays commented that there used to be an asset depreciation fund, but it was rolled into the general fund a few years back. The priority list is just to get a general idea of what needs to be done first. Mays shared that this outline just recommends what should be done this year in comparison to next year or the year after. All of the maintenance issues and replacements listed in the report are manageable with our budget over the course of the next five years or so. It's just a matter of planning and budgeting for those items now. *Reid moved to make Murdock Park a priority, Overturf seconded. All in favor with none opposed; motion approved.*

#### **9. SWOT Meeting (Switzer)**

- Switzer asked the board to name 2 or 3 accomplishments that they are most proud of from this last year. At the last meeting the board named the Cannery Square Plaza as an accomplishment. The board would also like to add the Stella Olsen Park restrooms as another accomplishment. They will email other ideas to Switzer later. Switzer also asked the board to name 2-3 goals for the upcoming year. The board would like to make the Cedar Creek Trail a goal, emphasizing serving as the Implementation Recommendation Committee. They would also like to have park and trail maintenance as a goal, in addition to improvements to Woodhaven Park, and the sport field lighting project. Switzer reminded the board of the upcoming Annual Boards and Commissions Meeting, Wednesday, December, 19<sup>th</sup> at 6:00 pm.

#### **10. Reports & Updates**

- **Park Maintenance Update (Sheldon)**
  - Sheldon shared they have been busy installing holiday lights. They have also been sealing trails and doing asphalt repairs. They are also working on installing automated irrigation systems in three parks. The crews have also been pulling all of the soccer goals off of the soccer fields, bringing them to Public Works, and painting them. The leaf programs for the parks have kept them busy as well.
- **Recreation Monthly Report – November 2012 (Gilgan)**
  - Youth football finished practices for the play-offs and championship games. The Sherwood 5/6 red team finished second, losing the championship game 20 to 19. The 5/6 cardinal team won their championship game by a score of 12 to 6. Congrats to all the teams for a great season.
  - Youth soccer also finished playing for the season. The classic teams played 12 games at Snyder Park during the month, while the older recreation team finished up at SMS.

- Basketball is in full swing. There are 79 teams ranging from 3rd grade through high school. They are all playing under the Sherwood Basketball Organization umbrella.
- They are using 7 gyms until 9:30 pm each night, 5 nights a week.
- I have scheduled all practices and games for the next four months.

Monthly Report November 2012					
November-12	Nov-12		YTD		Nov-11
					Est.
Usage		People		People	People
	Count	Served*	Count	Served*	Served
Leagues	9	689	15	1907	690
Rentals	82	1886	262	5219	2100
Other (Classes)					5
[1] Day Use	10	56	28	157	109
Total Usage		2631		7283	2904
Income	Nov-12	YTD			
Rentals	\$5,015	\$15,624			
League fees (indoor)	\$14,803	\$28,319			
Card fees (indoor)	\$1,576	\$1,856			
Day Use	\$182	\$665			
Advertising					
Snacks	\$669	\$1,102			
Classes					
Total	\$22,245	\$47,566			
FY 11-12					
Income	Nov-11	YTD			
Rentals	\$5,005	\$16,775			
League fees (indoor)	\$10,970	\$27,160			
Card fees (indoor)	\$792	\$1,342			
Day Use	\$213	\$407			
Merchandise					
Snacks	\$559	\$1,338			
Classes	\$175	\$175			
Total	\$17,714	\$47,197			
**Estimated number of people served based on fact that all rentals have a varying number of people. Each team also will carry a different # of people on their roster.					

- **Tonquin Trail Update (Stecher)**

- Stecher did not have any real updates. He encouraged the PRB members to attend the kick-off, Wednesday, December 19<sup>th</sup> at 6:00 pm.
- **Town Center Plan (Reid)**
  - Reid did not have anything to update on. Gall shared that the next meeting is in January. The public is welcome to attend. There was an informational session held 2-3 weeks ago. They are getting closer to defining where the Town Center is.

#### **11. Council update (Butterfield)**

- Butterfield deferred the Council update to Mayor Mays. He thanked Mays for all of his hard work and also introduced the new Mayor, Bill Middleton. Mays did not have any new information to share. Many of the topics of importance were already discussed earlier in the evening. The board thanked Mays for supporting their endeavors. Gall reminded the board that the new Mayor, Bill Middleton, will be sworn in on January 13<sup>th</sup>.

#### **12. Other**

- None

#### **13. Next meeting/adjourn**

- Cedar Creek Trail Informational Kick-off Meeting – December 5, 2012, from 6:30-8:00 pm.
- Boards & Commissions Report to City Council – Wednesday, December 19, 2012, at 6:00 pm. Appreciation reception for Mayor Mays immediately following at Bella Via.
- The next PRB meeting will be held Monday, January 7, 2012 at 7:00 pm at City Hall.

**Adjourned at 8:39 pm**